

M e m o r a n d u m**C O N F I D E N T I A L**

Date: May 22, 2008

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
San Diego Area

File No.: 645.08.12678.12462

Subject: CHAPTER 3 – COLLISIONS, ENFORCEMENTS, AND SERVICES - SELF
INSPECTION

Attached is the San Diego Area's Chapter 3 – Collisions, Enforcements, and Services, Self Inspection, for 2008. The self inspection was completed by Sergeant C. Lloyd, #12462, on May 22, 2008, and noted the following comments on the attached CHP 454 (Area Management Evaluation Supplemental). The summary below explains the corrective actions taken by the Area Command.

Summary

There was one identified correction that was completed the day it was discovered as outlined below:

After reviewing (7) officer's CHP 100s, CHP 415s, Matrix 8s and the AIS system it was found there is a data entry problem.

- 1) Officers are not properly documenting their 40610(B) only citations on the CHP 415. They are putting them all under the CHP 215 regular. The officers need to document their 40610(B) VC only citations correctly on the CHP 415.
- 2) Officers are not completing their CHP 415 each day and when they do complete them, they put some of their CHP 215s on the wrong day which leads to + or - one or two citations. This makes their stats incorrect. Their activity shall be documented on the correct day with the correct amount issued.
- 3) Officers are entering their report writing time as "555R" instead of "555T" which causes the system to think a collision report was taken. For example, one officer showed for the month of March/08 he investigated (16) reports but he really only investigated (11) reports.

After talking with Lt. Maas about the above findings he advised the following corrective actions:

- 1) Briefing item to advise of the findings of the Chapter 3 audit so officers are aware of the possible data entry problems that can occur.

Chapter 3 – Collisions, Enforcements, and Services – Self Inspection

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- 2) An e-mail to all the Sergeants to review the Matrix 8 and the AIS database when doing an officer's 118 to make sure the officer's stats are correct.
- 3) The randomly selected officers during the Chapter 3 audit that the Area identified with data entry errors will have a sergeant assigned to follow-up with them on their errors.

A handwritten signature in black ink, appearing to read 'C. M. McGAGIN'.

C. M. McGAGIN, Captain


Attachments

AREA MANAGEMENT EVALUATION**COLLISIONS, ENFORCEMENTS, AND SERVICES**

CHP 453C (Rev. 5-06) OPI 009

AREA 645	DIVISION Border	NUMBER
EVALUATED BY Sgt. C. Lloyd, #12462		DATE 05/19/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____ COMMANDER'S REVIEW 	DATE 6-5-08

1. HEADQUARTERS STATISTICAL REPORTS

EVALUATED 05-01-08	ACTION REQUIRED None	CORRECTED N/A
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a. Do supervisors utilize MIS and SWITRS reports? ☒ Yes ☐ No

b. Are statistical reports reviewed as necessary by supervisors? ☒ Yes ☐ No

(1) How is the information disseminated and filed for future use? A copy of the Program Ten stats are given to Top Management and supervisors and copies are kept in the Command Library. AIS is always current and everyone has access to the information.

c. Are reports available for interested employees? ☒ Yes ☐ No

2. LOCAL DATA

EVALUATED 05-01-08	ACTION REQUIRED None	CORRECTED N/A
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a. Are local statistics collected and data developed for Area operational needs? ☒ Yes ☐ No

(1) Are PCs utilized to record and store data? ☒ Yes ☐ No

b. How is data analyzed and presented to field personnel? Data is analyzed by the Area Command, supervisors and AI or SIU officers. The field is notified at training days, briefings or by working Grant overtime for certain identified problems in the Area.

(1) Are visual aids used? ☐ Yes ☒ No

3. COLLISION REDUCTION

EVALUATED 05-01-08	ACTION REQUIRED None	CORRECTED N/A
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a. Does Area have written collision reduction plans? ☒ Yes ☐ No

(1) Are goals and objectives realistic and understandable? ☒ Yes ☐ No

(a) Are plans flexible and complete? ☒ Yes ☐ No

(2) Have the plans been successful? ☒ Yes ☐ No

(a) Has emphasis been placed in the correct areas? ☒ Yes ☐ No

(b) Is the Area commander familiar with results? ☒ Yes ☐ No

(c) Are supervisors familiar with Area plans and goals? ☒ Yes ☐ No

(d) Is progress towards goals discussed with all Area personnel? ☒ Yes ☐ No

1 Who has been involved in the development of collision reduction plans? Every person in the Area Command is responsible for the reduction in collisions and are briefed on the Area's Strategic plan.

b. Has an effective deployment plan been established and is it followed? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION
COLLISIONS, ENFORCEMENTS, AND SERVICES
CHP 453C (Rev. 5-06) OPI 009

(1) Is deployment proportional to collision and congestion problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers' personal needs considered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are special events properly covered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are lieutenants and sergeants deployed based on needs of the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the vacation schedule follow departmental policy and address the needs of the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) What process is used when changes to the master vacation schedule are made?	The slots are offered to the field by seniority and the vacation sergeant will monitor and select the officers.	
(b) Are special duty officers scheduled separately?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1 Who replaces vacationing special duty officers?	The Alternate Special Duty Officer from the field.	
2 Are motorcycle officers scheduled separately?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

4. ENFORCEMENT	EVALUATED 05-13-08	ACTION REQUIRED Yes	CORRECTED 05-22-08
a. Does enforcement activity address collision reduction and compliance with the law?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are statistics from collisions used to properly guide enforcement activity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Do CHP 215s, 281s, 267s, and 202Ds compare with activity listed on the CHP 415 and CHP 100?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(a) Do supervisors use matrix reports to audit enforcement activity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

5. SERVICES	EVALUATED 05-05-08	ACTION REQUIRED None	CORRECTED N/A
a. Do Area personnel recognize the importance of their role in providing motorist and public services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Does the commander properly emphasize the importance of service as outlined in GO 100.45?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are field personnel aware of beats having heavy service requirements?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Do services rendered reflect good beat accountability?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Has Area established procedures for persons in need of assistance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Do CHP 415s indicate services are provided to disabled motorists?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are vehicles stored if left on the freeway over four hours?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are CHP 422s used in accordance with policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Are all uniformed employees annually trained on GO 100.6, Special Relationships?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Do employees complete the CHP 268 for incidents in which potential liability may be incurred?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

6. BEATS	EVALUATED 05-05-08	ACTION REQUIRED None	CORRECTED N/A
a. Does Area comply with GO 100.64, Beat Descriptions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are beats organized in compliance with current policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Can collision causes and locations be effectively isolated and addressed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Is there effective communication between officers and supervisors relating to problems on various beats?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

AREA MANAGEMENT EVALUATION
COLLISIONS, ENFORCEMENTS, AND SERVICES

CHP 453C (Rev. 5-06) OPI 009

(3) What methods are used to identify high collision locations on beats? AIS system - identify trends on current beats/times/day of week/PCFs of collisions. Captain meets with AI Unit quarterly to discuss information and advise of needed deployments in Area.

b. Are beat descriptions current? ☒ Yes ☐ No

(1) Are revisions made in accordance with time limitations listed in GO 100.64, Beat Descriptions? ☒ Yes ☐ No

(2) Are beat guides, or similar devices, provided for officers to use in the field? ☒ Yes ☐ No

(3) Are supervisors familiar with the beat structure? ☒ Yes ☐ No

c. Are beat instructions current? ☒ Yes ☐ No

(1) Are the following identified:

(a) Principle landmark locations? ☒ Yes ☐ No

(b) Seasonal fluctuations in traffic flow? ☒ Yes ☐ No

(c) High frequency collisions locations? ☒ Yes ☐ No

(d) Primary collision factors? ☒ Yes ☐ No

(e) Hazardous areas? ☒ Yes ☐ No

(f) Recommended patrol procedures? ☐ Yes ☒ No

7. POST-ARREST PROCEDURES

EVALUATED
05-19-08

ACTION REQUIRED
None

CORRECTED
N/A

a. Is prosecution sought whenever possible? ☒ Yes ☐ No

(1) Do collision investigations adequately support prosecution? ☒ Yes ☐ No

(2) What is the percentage of arrests resulting from collision investigation? 2008 - 10.2%

(3) Are felony hit-and-run collisions adequately investigated? ☒ Yes ☐ No

(a) Is information in the reports sufficient to result in the identification of the suspects and issuance of a criminal complaint? ☒ Yes ☐ No

b. Are owner's responsibility citations reviewed by supervisors to ensure the use of approved procedures? ☐ Yes ☒ No

c. Are officers competent in the use of chemical testing equipment, and are their forensic alcohol training records current? ☒ Yes ☐ No

(1) Is there a system in place to monitor chemical test results in order to determine if additional training is needed? ☒ Yes ☐ No

(2) Do arrest reports contain necessary documentation to support successful prosecution? ☒ Yes ☐ No

(a) Do sergeants and officers know when to notify the district attorney during an investigation? ☒ Yes ☐ No

(3) When are a juvenile's parents notified during an arrest situation? The Area follows HPM 100.69 3. Arrest & Custody of Minors.

(a) Who is responsible for the notification? The Arresting Officer.

(4) Are officers familiar with citizen's arrest procedure/policy? ☒ Yes ☐ No

(5) Do all officers know how to operate PAS devices? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**COLLISIONS, ENFORCEMENTS, AND SERVICES**

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(a) What system is used to monitor the security, accountability, and calibration of PAS devices? The Area has a PAS

program with (1) Sgt & (4) Officers assigned that monitor the security, accountability and calibration of the PAS devices.

Also all supervisors monitor the security and accountability as well.

d. Who reviews reports before submission to the district attorney's office? Supervisors & SIU officers - If needed the Lieutenants & Area Commander.

(1) What records are maintained on the number of arrests resulting in the successful filing of a criminal complaint? The AIS system and San Diego County Court Computer database. The SIU Sgt. audits the systems to monitor the filings & results.

(2) Do the figures indicate a problem? ☒ Yes ☐ No(3) Does the court officer have a good rapport with the district attorney's office? ☒ Yes ☐ No(4) Does the Area commander have a good relationship with the district attorney? ☒ Yes ☐ No(5) Is there adequate monitoring of the disposition of criminal cases? ☒ Yes ☐ Noe. Does a review of dismissal requests indicate an apparent problem? ☒ Yes ☐ No**8. RADAR SPEED ENFORCEMENT**EVALUATED
05-08-08ACTION REQUIRED
NoneCORRECTED
N/Aa. Does Area follow the procedures in HPM 100.4, Radar Speed Enforcement Manual, in regards to radar speed enforcement? ☒ Yes ☐ Nob. Does the Radar Coordinator understand his/her duties and responsibilities as outlined in HPM 100.4, and is the Area in compliance with program requirements? ☒ Yes ☐ No(1) Has all service been performed according to manufacturer's specifications? ☒ Yes ☐ No(2) Have speedometers in patrol vehicles used for radar speed enforcement been calibrated by certified radar units other than those used for speed enforcement? ☒ Yes ☐ No(3) Is internal calibration completed according to guidelines in HPM 100.4? ☒ Yes ☐ No(a) Are officers recertified annually? ☒ Yes ☐ No(4) Have radar coordinators received specialized training and is their training listed on ETRS? ☐ Yes ☒ No(5) Are traffic and engineering surveys updated every five years? ☒ Yes ☐ No(6) Does Area periodically check to ensure "Speed Checked by Radar" signs are in place where required? ☒ Yes ☐ Noc. Has an audit of the radar program been conducted at intervals of no longer than 24 months? ☒ Yes ☐ Nod. Are self-evaluations of the Area's radar program accomplished? ☒ Yes ☐ No**9. DRIVING UNDER THE INFLUENCE
ENFORCEMENT PROGRAMS**EVALUATED
05-19-08ACTION REQUIRED
NoneCORRECTED
N/A

a. Policies and Procedures

(1) Does Area personnel utilize approved FSTs? ☒ Yes ☐ No(2) Does Area utilize additional FSTs at the request of the local district attorney? ☐ Yes ☒ No(3) Do officers utilize CHP 202C, Influence Evaluation (Rolling Log)? ☐ Yes ☒ Nob. Are officers familiar with related codes relative to drug influence? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**COLLISIONS, ENFORCEMENTS, AND SERVICES**

CHP 453C (Rev. 5-06) OPI 009

c. Arrest Policies and Procedures

- | | | |
|---|---|-----------------------------|
| (1) Are CHP 202s complete and comprehensive? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are CHP 202s reviewed and initialed by a supervisor? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are CHP 735s, Incident Response Reimbursement Statement, completed according to policy? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Are 735s completed and processed within 60 days of the conviction date? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Are 735s accurate, and supported by the times recorded on the officer's CHP 415? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Does Area have an SOP on Hospital Release of In-Custody Arrestees? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Does Area utilize the cite and release program? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (6) Are Area personnel familiar with the 0.04 BAC law relative to commercial drivers? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (7) Are Area personnel familiar with the 24-hour commercial tie-up requirements? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (8) Are officers familiar with requirements of the zero BAC tolerance for drivers under the age of 21? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Does Area maintain a file for Administrative Per Se (DS 367) for zero tolerance violations? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Are officers familiar with the CHP 415 reporting of zero BAC tolerance violations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (9) Are Area officers familiar with requirements in enforcing laws relative to drivers under 21 with a 0.05 BAC or greater? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (10) Does Area have a policy for enforcing laws relative to individuals with three prior DUIs? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

d. Does Area have policy for retention and preservation of blood and urine samples?

☒ Yes ☐ No

- | | | |
|--|---|-----------------------------|
| (1) Does Area utilize the Non-Consensual Chemical Testing (NCT) Program? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does Area participate in the enhanced NCT Program? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

e. Does Area have established local policy to ensure Administrative Per Se documentation is submitted to DMV within five business days of an arrest?

☒ Yes ☐ No

f. Does Area have an SOP on the use of PAS devices?

☐ Yes ☒ No

- | | | |
|--|---|-----------------------------|
| (1) Does Area ensure the maximum number are deployed on each shift? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Who is the Area PAS coordinator? | Sgt. Polet, Officer Jefferson, Garland, Manzanares, & Prouty. | |
| (3) Does the PAS coordinator maintain the records for use and calibration? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Are PAS devices calibrated every 10 days or 150 tests, whichever occurs first? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Does Area maintain records to ensure accountability for each device? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

g. Does the Area operate sobriety checkpoints?

☒ Yes ☐ No

- | | | |
|---|---|-----------------------------|
| (1) If so, does Area have a written plan for each location? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are operational plans retained for two years, plus current? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Does Area conduct checkpoints with other agencies? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Is a supervisor assigned to each checkpoint? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Are PAS devices available at checkpoints? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

AREA MANAGEMENT EVALUATION**COLLISIONS, ENFORCEMENTS, AND SERVICES**

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(6) Is chemical testing available at the sobriety checkpoint location?

☒ Yes ☐ No

(7) Is the media notified 48 hours in advance?

☒ Yes ☐ No

(8) Are CHP 205s, Sobriety Checkpoint Activity Report, submitted to Division and the Research and Planning Section?

☒ Yes ☐ No

h. Does Area participate in the DUI Reporter's Reward Program?

☐ Yes ☒ No**10. OTHER SPECIAL ENFORCEMENT PROGRAMS**

EVALUATED

05-15-08

ACTION REQUIRED

None

CORRECTED

N/A

a. Is there an airplane speed enforcement program operating within the Area?

☐ Yes ☒ No

(1) If so, what is the extent of Area's involvement? N/A

(2) How are personnel selected? N/A

(3) Is training provided?

☐ Yes ☒ No

(4) Does the program have the support of the local district attorney and judges?

☐ Yes ☐ No

(5) Is media reaction favorable?

☐ Yes ☐ No

b. Does the Area operate DUI checkpoints?

☒ Yes ☐ No

(1) Does Area have a written plan?

☒ Yes ☐ No

(2) Are checkpoints solely with CHP personnel, or do other agencies participate? Other agencies are invited and they do

participate in CHP checkpoints and we participate in their DUI checkpoints. The Area's DUI Sergeant goes to quarterly San Diego County DUI meetings where all agencies talk about upcoming events and how they can support each others events.

(3) Does Area follow guidelines in HPM 70.4, Driving Under the Influence Enforcement Manual?

☒ Yes ☐ No

(4) Is breath or chemical testing available at the checkpoint?

☒ Yes ☐ No

(5) Is the media notified 48 hours in advance?

☒ Yes ☐ No

(6) Has media reaction been favorable?

☒ Yes ☐ No

c. Does Area have personnel assigned to the Special Enforcement Unit (SEU)?

☒ Yes ☐ No

(1) What is the current mission of the unit? The Roving Enforcement Team (RET) mission is to address the concerns in our unincorporated Areas and also any freeway traffic concern as needed or identified. They also assist on the San Diego County "Drug Court" team to serve warrants on CHP DUI cases where the citizen did not complete their court requirements.

(2) How are members selected? The members are selected by the interview process with the RET Sergeant and Area Commander making the final decision.

(3) Who supervises the unit? The RET Sergeant, Sgt. Cobb.

(4) Is the unit effective?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**COLLISIONS, ENFORCEMENTS, AND SERVICES**

CHP 453C (Rev. 5-06) OPI 009

d. Does the Area have overtime enforcement programs?

☒ Yes☐ No

(1) If so, what are they?

Beat 31/SR125, HOV, Fastrack, & Roving/Checkpoint DUI.

(2) Is assignment of officers consistent with the terms of the Unit 5 contract?

☒ Yes☐ No

e. Are Reimbursable Services Contracts properly initiated and monitored?

☒ Yes☐ No

(1) Do overtime costs stay within the amount stipulated by the contract?


☒ Yes☐ No

AREA MANAGEMENT EVALUATION
COLLISIONS, ENFORCEMENTS, AND SERVICES

CHP 453C (Rev. 5-06) OPI 009

AREA Capistrano	DIVISION Border	NUMBER 690
EVALUATED BY Sergeant S. A. Doumas, II		DATE 11/05/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 11/05/2008

1. HEADQUARTERS STATISTICAL REPORTS

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
------------------	-----------------------	------------------

a. Do supervisors utilize MIS and SWITRS reports? ☒ Yes ☐ No

b. Are statistical reports reviewed as necessary by supervisors? ☒ Yes ☐ No

(1) How is the information disseminated and filed for future use? The information is stored in AIS and Program 10, with monthly stat reports provided to managers and supervisors.

c. Are reports available for interested employees? ☒ Yes ☐ No

2. LOCAL DATA

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
------------------	-----------------------	------------------

a. Are local statistics collected and data developed for Area operational needs? ☒ Yes ☐ No

(1) Are PCs utilized to record and store data? ☒ Yes ☐ No

b. How is data analyzed and presented to field personnel? The data is reviewed for PCF violations, locations, day of the week and time of day, to address possible trends and corrective action. Information is provided to field during training days or shift briefings.

(1) Are visual aids used? ☐ Yes ☒ No

3. COLLISION REDUCTION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
------------------	-----------------------	------------------

a. Does Area have written collision reduction plans? ☒ Yes ☐ No

(1) Are goals and objectives realistic and understandable? ☒ Yes ☐ No

(a) Are plans flexible and complete? ☒ Yes ☐ No

(2) Have the plans been successful? ☒ Yes ☐ No

(a) Has emphasis been placed in the correct areas? ☒ Yes ☐ No

(b) Is the Area commander familiar with results? ☒ Yes ☐ No

(c) Are supervisors familiar with Area plans and goals? ☒ Yes ☐ No

(d) Is progress towards goals discussed with all Area personnel? ☒ Yes ☐ No

1 Who has been involved in the development of collision reduction plans? The Area managers, supervisors and Accident Review officer.

b. Has an effective deployment plan been established and is it followed? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION **COLLISIONS, ENFORCEMENTS, AND SERVICES**

CHP 453C (Rev. 5-06) OPI 009

(1) Is deployment proportional to collision and congestion problems?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Are officers' personal needs considered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Are special events properly covered?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) Are lieutenants and sergeants deployed based on needs of the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Does the vacation schedule follow departmental policy and address the needs of the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) What process is used when changes to the master vacation schedule are made?	Prior to any changes in the master vacation schedule, the scheduling sergeant would notify management to discuss the proposed changes and obtain approval.	
(b) Are special duty officers scheduled separately?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1 Who replaces vacationing special duty officers?	Each special duty officer has collateral and/or coverage assignments.	
2 Are motorcycle officers scheduled separately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. ENFORCEMENT	EVALUATED Yes	ACTION REQUIRED No CORRECTED N/A
a. Does enforcement activity address collision reduction and compliance with the law?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are statistics from collisions used to properly guide enforcement activity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do CHP 215s, 281s, 267s, and 202Ds compare with activity listed on the CHP 415 and CHP 100?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do supervisors use matrix reports to audit enforcement activity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5. SERVICES	EVALUATED Yes	ACTION REQUIRED No CORRECTED N/A
a. Do Area personnel recognize the importance of their role in providing motorist and public services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does the commander properly emphasize the importance of service as outlined in GO 100.45?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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d. Are all uniformed employees annually trained on GO 100.6, Special Relationships?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do employees complete the CHP 268 for incidents in which potential liability may be incurred?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. BEATS	EVALUATED Yes	ACTION REQUIRED No CORRECTED N/A
a. Does Area comply with GO 100.64, Beat Descriptions?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are beats organized in compliance with current policy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Can collision causes and locations be effectively isolated and addressed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there effective communication between officers and supervisors relating to problems on various beats?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(3) What methods are used to identify high collision locations on beats?		The high collision locations are identified by information gathered through AIS and MIS Matrix data.	
b. Are beat descriptions current?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are revisions made in accordance with time limitations listed in GO 100.64, Beat Descriptions?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are beat guides, or similar devices, provided for officers to use in the field?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Are supervisors familiar with the beat structure?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are beat instructions current?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are the following identified:			
(a) Principle landmark locations?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Seasonal fluctuations in traffic flow?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(c) High frequency collisions locations?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(d) Primary collision factors?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Hazardous areas?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Recommended patrol procedures?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
7. POST-ARREST PROCEDURES	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Is prosecution sought whenever possible?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Do collision investigations adequately support prosecution?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) What is the percentage of arrests resulting from collision investigation?		Approximately 5%	
(3) Are felony hit-and-run collisions adequately investigated?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Is information in the reports sufficient to result in the identification of the suspects and issuance of a criminal complaint?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are owner's responsibility citations reviewed by supervisors to ensure the use of approved procedures?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. Are officers competent in the use of chemical testing equipment, and are their forensic alcohol training records current?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Is there a system in place to monitor chemical test results in order to determine if additional training is needed?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Do arrest reports contain necessary documentation to support successful prosecution?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do sergeants and officers know when to notify the district attorney during an investigation?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) When are a juvenile's parents notified during an arrest situation?		Parental and/or guardian notifications are made in all juvenile arrest situations.	
(a) Who is responsible for the notification?		The arresting and/or investigating officer.	
(4) Are officers familiar with citizen's arrest procedure/policy?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(5) Do all officers know how to operate PAS devices?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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(a) What system is used to monitor the security, accountability, and calibration of PAS devices? The Area has an assigned supervisor and officer responsible for PAS related inventory and maintenance issues. The PAS devices are secured in the Area office briefing room and accountability is tracked by sign in/out log and beat assignment sheet.

d. Who reviews reports before submission to the district attorney's office? Basic reports are reviewed by the shift or administrative sergeants and court officer. Major case investigations are reviewed by Area managers, shift or admin. sergeants and court officer.

(1) What records are maintained on the number of arrests resulting in the successful filing of a criminal complaint? Court disposition sheets are provided for all arrest reports. All rejected cases are reviewed and corrective action taken if necessary.

(2) Do the figures indicate a problem? ☐ Yes ☒ No

(3) Does the court officer have a good rapport with the district attorney's office? ☒ Yes ☐ No

(4) Does the Area commander have a good relationship with the district attorney? ☒ Yes ☐ No

(5) Is there adequate monitoring of the disposition of criminal cases? ☒ Yes ☐ No

e. Does a review of dismissal requests indicate an apparent problem? ☐ Yes ☒ No

8. RADAR SPEED ENFORCEMENT

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Does Area follow the procedures in HPM 100.4, Radar Speed Enforcement Manual, in regards to radar speed enforcement? ☒ Yes ☐ No

b. Does the Radar Coordinator understand his/her duties and responsibilities as outlined in HPM 100.4, and is the Area in compliance with program requirements? ☒ Yes ☐ No

(1) Has all service been performed according to manufacturer's specifications? ☒ Yes ☐ No

(2) Have speedometers in patrol vehicles used for radar speed enforcement been calibrated by certified radar units other than those used for speed enforcement? ☒ Yes ☐ No

(3) Is internal calibration completed according to guidelines in HPM 100.4? ☒ Yes ☐ No

(a) Are officers recertified annually? ☒ Yes ☐ No

(4) Have radar coordinators received specialized training and is their training listed on ETRS? ☒ Yes ☐ No

(5) Are traffic and engineering surveys updated every five years? ☒ Yes ☐ No

(6) Does Area periodically check to ensure "Speed Checked by Radar" signs are in place where required? ☒ Yes ☐ No

c. Has an audit of the radar program been conducted at intervals of no longer than 24 months? ☒ Yes ☐ No

d. Are self-evaluations of the Area's radar program accomplished? ☒ Yes ☐ No

**9. DRIVING UNDER THE INFLUENCE
ENFORCEMENT PROGRAMS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

N/A

a. Policies and Procedures

(1) Does Area personnel utilize approved FSTs? ☒ Yes ☐ No

(2) Does Area utilize additional FSTs at the request of the local district attorney? ☐ Yes ☒ No

(3) Do officers utilize CHP 202C, Influence Evaluation (Rolling Log)? ☒ Yes ☐ No

b. Are officers familiar with related codes relative to drug influence? ☒ Yes ☐ No

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c. Arrest Policies and Procedures

- | | | |
|---|---|-----------------------------|
| (1) Are CHP 202s complete and comprehensive? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are CHP 202s reviewed and initialed by a supervisor? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are CHP 735s, Incident Response Reimbursement Statement, completed according to policy? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Are 735s completed and processed within 60 days of the conviction date? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Are 735s accurate, and supported by the times recorded on the officer's CHP 415? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Does Area have an SOP on Hospital Release of In-Custody Arrestees? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Does Area utilize the cite and release program? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (6) Are Area personnel familiar with the 0.04 BAC law relative to commercial drivers? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (7) Are Area personnel familiar with the 24-hour commercial tie-up requirements? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (8) Are officers familiar with requirements of the zero BAC tolerance for drivers under the age of 21? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Does Area maintain a file for Administrative Per Se (DS 367) for zero tolerance violations? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Are officers familiar with the CHP 415 reporting of zero BAC tolerance violations? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (9) Are Area officers familiar with requirements in enforcing laws relative to drivers under 21 with a 0.05 BAC or greater? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (10) Does Area have a policy for enforcing laws relative to individuals with three prior DUIs? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

d. Does Area have policy for retention and preservation of blood and urine samples?

- | | | |
|--|---|-----------------------------|
| (1) Does Area utilize the Non-Consensual Chemical Testing (NCT) Program? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does Area participate in the enhanced NCT Program? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

e. Does Area have established local policy to ensure Administrative Per Se documentation is submitted to DMV within five business days of an arrest?

☒ Yes ☐ No

f. Does Area have an SOP on the use of PAS devices?

☒ Yes ☐ No

- | | | |
|---|---|-----------------------------|
| (1) Does Area ensure the maximum number are deployed on each shift? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|---|-----------------------------|

(2) Who is the Area PAS coordinator? Sergeant M. Webster, #14757 and Officer S. Miles, #12386

- | | | |
|--|---|-----------------------------|
| (3) Does the PAS coordinator maintain the records for use and calibration? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Are PAS devices calibrated every 10 days or 150 tests, whichever occurs first? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Does Area maintain records to ensure accountability for each device? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

g. Does the Area operate sobriety checkpoints?

☒ Yes ☐ No

- | | | |
|---|---|-----------------------------|
| (1) If so, does Area have a written plan for each location? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are operational plans retained for two years, plus current? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Does Area conduct checkpoints with other agencies? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Is a supervisor assigned to each checkpoint? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Are PAS devices available at checkpoints? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

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(6) Is chemical testing available at the sobriety checkpoint location?

☒ Yes ☐ No

(7) Is the media notified 48 hours in advance?

☒ Yes ☐ No

(8) Are CHP 205s, Sobriety Checkpoint Activity Report, submitted to Division and the Research and Planning Section?

☒ Yes ☐ No

h. Does Area participate in the DUI Reporter's Reward Program?

☐ Yes ☒ No

10. OTHER SPECIAL ENFORCEMENT PROGRAMS

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED
N/A

a. Is there an airplane speed enforcement program operating within the Area?

☒ Yes ☐ No

(1) If so, what is the extent of Area's involvement? Limited to availability of the air unit and personnel staffed on the scheduled enforcement day.

(2) How are personnel selected? Voluntary and seniority basis.

(3) Is training provided?

☒ Yes ☐ No

(4) Does the program have the support of the local district attorney and judges?

☒ Yes ☐ No

(5) Is media reaction favorable?

☒ Yes ☐ No

b. Does the Area operate DUI checkpoints?

☒ Yes ☐ No

(1) Does Area have a written plan?

☒ Yes ☐ No

(2) Are checkpoints solely with CHP personnel, or do other agencies participate? Area operates both CHP and joint agency sobriety checkpoints.

(3) Does Area follow guidelines in HPM 70.4, Driving Under the Influence Enforcement Manual?

☒ Yes ☐ No

(4) Is breath or chemical testing available at the checkpoint?

☒ Yes ☐ No

(5) Is the media notified 48 hours in advance?

☒ Yes ☐ No

(6) Has media reaction been favorable?

☒ Yes ☐ No

c. Does Area have personnel assigned to the Special Enforcement Unit (SEU)?

☐ Yes ☒ No

(1) What is the current mission of the unit? N/A

(2) How are members selected? N/A

(3) Who supervises the unit? N/A

(4) Is the unit effective?

☐ Yes ☐ No

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d. Does the Area have overtime enforcement programs?

☒ Yes

☐ No

(1) If so, what are they?

The past and current programs are through contracted or grant funding. Area works SLIC, CORE,

HOV, TCA Toll Road, Coto De Caza Private Community, Seat Belt, and DUI.

(2) Is assignment of officers consistent with the terms of the Unit 5 contract?

☒ Yes

☐ No

e. Are Reimbursable Services Contracts properly initiated and monitored?

☒ Yes

☐ No

(1) Do overtime costs stay within the amount stipulated by the contract?

☒ Yes

☐ No